

- Approved For Release 2000/08/15 : CIA-RDP80-00773A000100030055-9

22 April 1977

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Office of Personnel Report --
Week Ending 22 April 1977

25X1A

1. Advice Sought: [REDACTED], who was detailed from the Agency as a loaned executive for the 1976-77 Combined Federal Campaign, was one of three loaned executives who were invited, on the basis of last year's performance and the written critique, to a meeting held by the new Executive Director of the CFC, Bill Shaeffler. The purpose of Mr. Shaeffler's meeting was to solicit suggestions and advice from those who had participated in last year's campaign and to have them evaluate his proposed strategy and "modus operandi" for the 1977-78 CFC.

2. Disability Retirees: A reminder is being sent to the 33 CIARDS disability retirees who have not yet responded to our request for a Report of Income. If they do not respond to this reminder, they will be advised in a later letter that their annuities have been suspended pending receipt of the required information. We hope that everyone will reply before suspension becomes necessary. We already have received 163 responses (83%) out of the total of 196.

3. Special Recruitment: A planned visit to the University of Puerto Rico at Mayaguez to recruit Co-op Electrical Engineers has been postponed until the fall. The program in Puerto Rico is still new at that university and more time is needed by placement officials to make students available. We hope to work out a program which would permit Mayaguez students to work during the summer months.

4. Programs for the Handicapped: The Coordinator for Handicapped Programs met on 21 April with her counterpart at the State Department to discuss the program and exchange information. The State Department Coordinator, Miss Masterson (who is blind), is a part-time employee (former summer intern)

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with State while attending G.W., and is working on this project. Miss Masterson and her seeing-eye dog used the Agency shuttle bus to travel to Ames Building and then on to the Pentagon for discussions with representatives there. It was a worthwhile meeting, and the Coordinator gained some additional ideas for the program.

5. Regulations: We forwarded the following proposed regulation revisions to Records Control Branch for publication:

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Special Allowances
Clothing Allowances
Transportation Allowance
Administrative Allowance

Special Allowances
Clothing Allowances
Transportation Allowance
Administrative Allowance

Organization, Position and Personnel
Controls
Consultants
The Official Seal of the CIA, the
Agency Flag, and the Agency Plaques

CIA Retirement and Disability System

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We also forwarded for publication the proposed revision of [REDACTED], Consultants -- Processing Procedures.

6. Savings Bonds Campaign: The first report concerning the Agency's U. S. Savings Bonds Campaign for the last two weeks indicates that the Campaign, thus far, has had very good results when compared with last year's mid-Campaign progress report. The report shows the following:

	<u>1977</u>	<u>1976</u>
Number of new bonds	119	56
Number of bonds increased	56	25

Part of the publicity for the Agency's U. S. Savings Bonds Campaign involves the use of "table top" advertisements in the two cafeterias.

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7. FEGLI: The 5 April 1977 Headquarters Notice regarding FEGLI insurance [REDACTED] has generated considerable interest in this program. The Insurance Branch has received many telephone calls from Agency employees inquiring about the amount of their coverage, the named beneficiary, how they can apply for the regular coverage, the supplemental coverage, or both. Some of these same employees have also inquired about other life insurance coverage which may be available to them.

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8. Rehired Annuitant: The following case was approved for the Directorate of Administration:

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[REDACTED] -- Independent Contractor,
Confidential Correspondent, Office of Security,
one-year extension.

Coming Events:

1. We hope to complete our APP package for submission to the DDCI.

2. Work will continue on the drafting of the Operations Officer position classification standard.

[REDACTED]
F. W. M. Janney

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OD/Pers/[REDACTED] jmm (22 Apr 77)